

Mail and Courier Branch/OL

STAT

Responsible for delivering mail throughout the Agency. TOP SECRET
material is handled in the course of their activities. All pick-ups and
deliveries are made point-to-point at Registries not delivered to individuals.
Excluded from the internal delivery patterns is the DDP. All deliveries and
pick-ups are made to the DDP Registry(1D_____).

The two standard Agency receipt forms are used by the Couriers, (Forms
240A and 2600). The standard procedures are for the courier to pick-up
a TS package at the ATSCO, sign the attached receipt, return the receipt
form to the ATSCO. Deliver the package to the M&CB/MR there it is entered
in the TS Log BOOK. Log form lists; From, To, Courier Control Number,
signature or initial of the M&CB Supervisor who receives the package and
date. There is another column marked "Courier"; this is used by the next
courier who picks up the ~~same~~ package for delivery to addressee.
The Courier Receipts ~~since they~~ ^{the same forms} are multi-form NCR ^{are} ~~are~~ used from the
point of pick-up to point of delivery.

If a courier pick^s-up a TS package for delivery along his scheduled route, he
may make delivery without coming back to the MR. The courier obtains the
ATSCO's signature and the courier retr^uns the receipt copy to the MR for their
records.

IF a M&CB Courier picks up a TS package at one of the other Government
mailrooms the procedure is the same as far as the MR is concerned. The
package is Logged-in and then a CIA Form 2600 is prepared for internal
delivery and control.

TS packages addressed to a CIA office or individual is delivered to the

individual or office then it is delivered to TSC/CRS for controls.

TS Courier receipts are held by the M&CB for 3 months and then sent to the Records Center for a one (1) year old. Receipts are filed in the M&CB by date.